

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE 1 OF 40		
2. AMENDMENT/MODIFICATION NO. PS01		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO. 21433928		5. PROJECT NO. (If applicable)	
6. ISSUED BY GSA/FEDSIM Acquisition (QF0BE) 1800 F Street, NW, 3100 Washington, DC 20405 Contract Specialist Name: Frank P Bottalico Contract Specialist Phone: 703-605-3622		CODE AJ000		7. ADMINISTERED BY (If other than item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and ZIP Code) SRA INTERNATIONAL, INC. 4300 FAIR LAKES CT FAIRFAX, VA, 22033-4232 Phone: (703) 803-1500 Fax: (703) 803-1509				(X)		9A. AMENDMENT OF SOLICITATION NO.	
				X		9B. DATED (SEE ITEM 11)	
						10A. MODIFICATION OF CONTRACT/ORDER NO. GS00Q14OADU135 / GSQ0015AJ0080	
						10B. DATED (SEE ITEM 13) 07/17/2015	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledge receipt of this amendment on each of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) Fund Citation: 299X.A00VR290.F2.25.C01.H08 Total Amount of MOD: \$0.00							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
		A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
		B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
X		C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual agreement of the parties					
		D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copy to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) The purpose of this modification is to update section C, F, and H. Please see the SF30 continuation page and revised Task Order.							
Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print) (b) (6)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) (b) (6)			
15B. CO (b) (6)		15C. DATE SIGNED 21 AUG 15		(b) (6)			
(Signature of person authorized to sign)							

Line Item Summary							
ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	Rev. Ext. Price (F)	Prev. Ext. Price (G)	Amount Of Change (H)
0001	Labor (Tasks 1 - 4)	1.0	lot	(b) (4)			
0002	Long Distance Travel	1.0	lot				
0003	Equipment & Material	1.0	lot				
0004	Other Direct Costs (ODC)	1.0	lot				
0005	Contract Access Fee (CAF)	1.0	lot				
TOTALS:					\$3,616,000.00	\$3,616,000.00	\$0.00

Purpose of Modification

The purpose of this modification is to:

1. To update Section C.3.1.2 SUBTASK 2 – PREPARE A WEEKLY PRODUCT COST TRACKING REPORT
2. To update Section C.3.1.3 SUBTASK 3 – PREPARE A WEEKLY STATUS REPORT (WSR).
3. To Add Section C.3.1.7 SUBTASK 7 – PREPARE A MONTHLY STATUS REPORT (MSR).
4. To update Section F.3 Deliverables.
5. To update Section J, attachment H – Acronym List

Modification Summary

1. Update Section C.3.1.2 SUBTASK 2 – PREPARE A WEEKLY PRODUCT COST TRACKING REPORT. This section has changed from a monthly report due on the tenth of each month to a weekly report (on Friday).
2. Update Section C.3.1.3 SUBTASK 3 – PREPARE A WEEKLY STATUS REPORT (WSR). This section has changed from a monthly report due on the tenth of each month to a weekly report (on Friday).
3. Add Section C.3.1.7 SUBTASK 7 – PREPARE A MONTHLY STATUS REPORT (MSR)
4. Section F.3 Deliverables has been revised:
 - To reflect changes of C.3.1.2 and C.3.1.3 under Milestone/Deliverable number 5. This item has changed from monthly to weekly (on Friday).
 - To incorporate C.3.1.7. Monthly Status Report due monthly on the 15th calendar day of the next month.
5. Section H – Acronym List is updated to remove “CTP - Consent to Purchase” from the list.

Summary of Cost Impact of Above Changes

1. The total amount obligated on the Task Order remains \$3,616,000.00
2. The total maximum ceiling amount under the Task Order remains unchanged and shall not exceed \$13,218,883.00.

Changes have also been reflected in a revised Task Order on the Cover Page, C-2, C-3, F-1, and attachment H . They are indicated by a vertical black ‘change bar’ along the right hand margin. Except as noted herein, all other terms and conditions of this Task Order shall remain in full force and effect.

TASK ORDER (TO)

GS00Q15AJ0080

Military Information Support Operations (MISO)

in support of:

(b) (5)

J39 Effects Division

Issued to:

SRA International, Inc.

under OASIS exception to fair opportunity FAR 16.505(b)(2)(i)(B)

Issued by:

The Federal Systems Integration and Management Center (FEDSIM)

1800 F Street, NW

Suite 3100 (QF0B)

Washington, D.C. 20405

July 2015

FEDSIM Project Number AR00754

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 GENERAL

The work shall be performed in accordance with all Sections of this TO and the contractor's Basic Contract, under which the resulting TO will be placed. An acronym listing to support this Task Order Request (TOR) is included in Section J, Attachment H.

B.2 CONTRACT ACCESS FEE

The General Services Administration's (GSA) operating costs associated with the management and administration of this contract are recovered through a Contract Access Fee (CAF). The amount of the CAF is 0.10% of the total price/cost of contractor performance. This TO shall have a separate Contract Line Item Number (CLIN) to cover this access fee, and this CAF shall be obligated at TO award.

B.3 ORDER TYPES

The contractor shall perform the effort required by this TO on a Time and Materials (T&M) basis for CLINs 0001 and 1001; a Not-to-Exceed (NTE) basis for CLINs 0002, 0003, 0004, 0005, 0006, 1002, 1003, 1004, 1005 and 1006; and a Firm-Fixed Price (FFP) basis for CLINs 0006 and 1006.

B.4 ORDER PRICING (ALL ORDER TYPES)

Long distance travel is defined as travel over 50 miles from the place of performance. Local travel will not be reimbursed.

The following abbreviations are used in this price schedule:

CLIN	Contract Line Item Number
NTE	Not-to-Exceed
ODC	Other Direct Cost
T&M	Time & Materials

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

B.4.1 BASE PERIOD

MANDATORY T&M LABOR CLIN

CLIN	Description	Total Hours	NTE Ceiling Value
0001	Labor (Tasks 1-4)	(b) (4)	

Labor Category	Hours	Hourly Rate
Senior Manager Group 1	(b) (4)	(b) (4)
Journeyman Business & Financial Operations Specialist Group 3	(b) (4)	(b) (4)
Senior Operations Reserch Analyst	(b) (4)	(b) (4)
SME – Manager Group 1	(b) (4)	(b) (4)
Journeyman Manager Group 1	(b) (4)	(b) (4)

COST REIMBURSEMENT TRAVEL, EQUIPMENT & MATERIALS CLINs

CLIN	Description		Total Ceiling Price
0002	Long Distance Travel Including Indirect Handling Rate (b) (4)	NTE	(b) (4)
0003	Equipment & Materials Including Indirect Handling Rate (b) (4)	NTE	
0004	ODCs Including Indirect Handling Rate (b) (4)	NTE	

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
0005	Contract Access Fee	NTE	(b) (4)

ACCOUNTING FOR CONTRACTOR SERVICES (FIRM FIXED PRICE)

CLIN	Description	Total Ceiling Price
0006	Accounting for Contractor Services	(b) (4)

TOTAL CEILING BASE PERIOD CLINs:

\$10,281,723

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

B.4.2 OPTION PERIOD 1

MANDATORY T&M LABOR CLIN

CLIN	Description	Total Hours	NTE Ceiling Value
1001	Labor (Tasks 1-4)	(b) (4)	

Labor Category	Hours	Hourly Rate
Senior Manager Group 1	(b) (4)	(b) (4)
Journeyman Business & Financial Operations Specialist Group 3	(b) (4)	(b) (4)
Senior Operations Reserch Analyst	(b) (4)	(b) (4)
SME – Manager Group 1	(b) (4)	(b) (4)
Jouneyman Manager Group 1	(b) (4)	(b) (4)

COST REIMBURSEMENT TRAVEL, EQUIPMENT & MATERIALS CLINs

CLIN	Description		Total Ceiling Price
1002	Long Distance Travel Including Indirect Handling Rate (b) (4)	NTE	(b) (4)
1003	Equipment & Materials Including Indirect Handling Rate (b) (4)	NTE	
1004	ODCs Including Indirect Handling Rate (b) (4)	NTE	

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
1005	Contract Access Fee	NTE	(b) (4)

ACCOUNTING FOR CONTRACTOR SERVICES (FIRM FIXED PRICE)

CLIN	Description	Total Ceiling Price
1006	Accounting for Contractor Services	(b) (4)

TOTAL CEILING FIRST OPTION PERIOD CLINs: **\$2,937,160**

GRAND TOTAL ALL CLINs: **\$13,218,883**

B.5 ANCILLARY SUPPORT

B.5.1 LABOR OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS)

The contractor is required to work outside the OCONUS. Labor shall be in accordance with:

- a. The U.S. Department of State's Bureau of Administration, Office of Allowances, publishes quarterly report indexes of living costs abroad, per-diem rate maximums, quarter's allowances, hardship differentials, and danger pay allowances.
- b. The Department of State Standardized Regulations (DSSR) is the controlling regulations for allowances and benefits available to all U.S. Government civilians assigned to foreign areas. For task orders issued under OASIS, Contractor civilians assigned to foreign areas may receive the allowances and benefits in the DSSR but, shall not receive allowance and benefits in excess of those identified in the DSSR.

For OCONUS task orders where costs are not specifically addressed in the DSSR, the Government will reimburse the Contractor for all reasonable, allowable, and allocable costs in accordance with FAR 31, Contract Cost Principles and Procedures, and other applicable agency specific regulatory supplements.

B.5.2 TRAVEL

Long-distance travel incurred may be burdened with the contractor's indirect/material handling rate in accordance with the contractor's disclosed accounting practices. If no indirect/material handling rate is allowable in accordance with the Contractor's disclosed practices, no indirect/material handling rate shall be applied to or reimbursed on these costs. If no rate is specified in the schedule of prices above, no indirect rate shall be applied to or reimbursed on these costs.

The indirect handling rate over the term of the TO shall not exceed the rate specified in the schedule of prices above.

B.5.3 MATERIALS AND EQUIPMENT

Equipment and Materials incurred may be burdened with the contractor's indirect/material handling rate in accordance with the contractor's disclosed accounting practices. If no indirect/material handling rate is allowable in accordance with the Contractor's disclosed practices, no indirect/material handling rate shall be applied to or reimbursed on these costs. If no rate is specified in the schedule of prices above, no indirect rate shall be applied to or reimbursed on these costs.

The indirect handling rate over the term of the TO shall not exceed the rate specified in the schedule of prices above.

B.5.3 INDIRECT/MATERIAL HANDLING RATE

ODC costs incurred may be burdened with the contractor's indirect/material handling rate in accordance with the Contractor's disclosed practices.

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

- If no indirect/material handling rate is allowable in accordance with the Contractor's disclosed practices, no indirect/material handling rate shall be applied to or reimbursed on these costs.
- If no rate is specified in the basic contract, no indirect rate shall be applied to or reimbursed on these costs.
- If no rate is specified in the schedule of prices above, no indirect rate shall be applied to or reimbursed on these costs.

The indirect handling rate over the term of the task order shall not exceed the rate specified in the schedule of prices above.

B.6 OASIS LABOR CATEGORIES

Labor categories proposed shall be mapped to existing OASIS labor categories (see **Section J.3, Attachment B**). Labor categories proposed for specialized professional services and ancillary support not defined in **Section J.3, Attachment B** shall be map to an Office of Management and Budget's (OMB) Service Occupational Classifications (SOC) administered by the Bureau of Labor Statistics (BLS).

B.6.1 T&M LABOR RATES

Labor categories proposed shall be mapped to existing OASIS labor categories.

B.6.2 CONTRACTOR ACCOUNTING FOR CONTRACT SERVICES

The costs to be reported under this CLIN are those associated with the reporting requirements specified in C.3.5 and relate to this TO only.

B.7 INCREMENTAL FUNDING

B.7.1 INCREMENTAL FUNDING LIMITATION OF GOVERNMENT'S OBLIGATION

Incremental funding in the amount of \$3,616,000.00 for CLINs 0001 to 0005 is currently allotted and available for payment by the Government. Additional incremental funding for these CLINs will be allotted and available for payment by the Government as the funds become available. The estimated period of performance covered by the allotments for the mandatory CLINs is from award through October 18, 2015. The TO will be modified to add funds incrementally up to the maximum of \$13,218,883 over the performance period of this TO. These allotments constitute the estimated cost for the purpose of Federal Acquisition Regulation (FAR) Clause 52.232-22, Limitation of Funds, which applies to this TO on a CLIN-by-CLIN basis.

Incremental Funding Chart for T&M.

See Section J, Attachment F - Incremental Funding Chart (Excel Spreadsheet).

B.8 TIME & MATERIAL (T&M) LABOR MIX AND LEVEL OF EFFORT (LOE)

The labor mix and level of effort specified in the contractor's proposal and incorporated into this order are for estimation purposes. The contractor may reallocate, with prior written approval of

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

the Federal Systems Integration Management Center (FEDSIM) Contracting Officer's Representative (COR), the number of hours by labor category within the labor CLIN as needed to effectively manage the project, provided the total funded labor cost and total hours are not exceeded. Any additional labor categories or increases to total hours or increases to ceilings required during performance must be approved by the Contracting Officer (CO) and added to the TO by modification.

SECTION C – PERFORMANCE WORK STATEMENT

C.1

The (b) (5) J39 Effects Division plans, coordinates, integrates, and executes Information Operations (IO) core, supporting, and related capabilities that promote the goals and objectives of the United States Government. The J39 also provides support to select U.S. Government agencies, Office of the Secretary of Defense, and (b) (5) supporting and supported units.

C.2 SCOPE

)(5) J39 requires support with culturally relevant and sensitive media production, dissemination, translation and supporting target audience analysis to fully support Commander

(b) (5) [REDACTED]'s mission across the Area of Responsibility (AOR). (b) (5) [REDACTED] Eritrea, Ethiopia, Kenya, Rwanda, Seychelles, Somalia, Tanzania, and Uganda. The overall objective is to provide capabilities that achieve or drive a desired effect on a selected audience either separately or in collaboration with influence activities. This will be obtained by providing multimedia products and the conduct of media campaigns that support U.S. Government goals and objectives in East Africa.

C.3 TASKS

The major task areas of this requirement are as follows:

- Task 1 - Provide Program Management
Task 2 – Transition-out
Task 3 – Provide Media Support
Task 4 – Pre-testing and Surveys
Task 5- Accounting for Contracting Services

C.3.1 TASK 1 – PROVIDE PROGRAM MANAGEMENT

The contractor shall provide program management support under this TO. This includes the management and oversight of all activities performed by contractor personnel, including subcontractors, to satisfy the requirements identified in this Statement of Work (SOW). The contractor shall identify a Project Manager (PM) by name who shall provide management, direction, administration, quality control, and leadership of the execution of this TO. The contractor shall schedule meetings and provide deliverables in accordance with Section F.

C.3.1.1 SUBTASK 1 – COORDINATE A PROJECT KICK-OFF MEETING

The contractor shall schedule, coordinate, and host a Project Kick-Off Meeting via teleconference (Section F.3, **Deliverable 2**). The meeting will provide an introduction between the contractor personnel and Government personnel who will be involved with the TO. The meeting will provide the opportunity to discuss technical, management, and security issues, and travel authorization and reporting procedures. At a minimum, the attendees shall include vital contractor personnel, representatives from the directorates, other relevant Government personnel, and the FEDSIM COR. This meeting will be used to discuss the overall project expectations and procedures as related to the specific requirements stated below.

C.3.1.2 SUBTASK 2 – PREPARE A WEEKLY PRODUCT COST TRACKING REPORT

The contractor shall develop and provide a Weekly Cost Tracking Report (Section F.3, **Deliverable 4**) using Microsoft (MS) Office Suite applications, by the end of each week via electronic mail to the Technical Point of Contact (TPOC) and the COR. The Report shall provide updates on Measures of Performance (MOP) and Measures of Effectiveness (MOE) and track the actual and projected costs for each of the following:

- a. Radio Broadcasts,
- b. Television Broadcasts, and
- c. Billboard Media.

For Radio and Television Broadcasts the MOPs shall include, at minimum:

- a. Public Service Announcement (PSA) identification
- b. Radio or TV station/frequency
- c. Date and time of broadcast

C.3.1.3 SUBTASK 3 – PREPARE A WEEKLY STATUS REPORT (WSR)

The contractor shall develop and provide an WSR (Section F.3, **Deliverable 5**) using Microsoft (MS) Office Suite applications, by the end of each week via electronic mail to the Technical Point of Contact (TPOC) and the COR. The WSR shall include the following:

- a. Activities during the week, by task and by target location (include: on-going activities, new activities, activities completed; progress to date on all above mentioned activities). Start each section with a brief description of the task.
- b. Problems and corrective actions taken. Also include issues or concerns and proposed resolutions to address them.
- c. Personnel gains, losses, and status (security clearance, etc.).
- d. Government actions required.
- e. Schedule (show major tasks, milestones, and deliverables; planned and actual start and completion dates for each).
- f. Summary of trips taken, conferences attended, etc. Projected cost of each CLIN and each target location for the current month.

C.3.1.4 SUBTASK 4 – CONVENE TECHNICAL STATUS MEETINGS

The contractor PM shall convene a monthly Technical Status Meeting via teleconference with the TPOC, COR, and other Government stakeholders. The purpose of this meeting is to ensure all stakeholders are informed of the monthly activities and MSR, provide opportunities to identify other activities and establish priorities, and coordinate resolution of identified problems or opportunities. The contractor PM shall provide minutes of these meetings, including attendance, issues discussed, decisions made, and action items assigned, to the COR within five workdays following the meeting.

C.3.1.5 SUBTASK 5 – PREPARE TRIP REPORTS

The Government will identify the need for a Trip Report (Section F.3, **Deliverable 6**) when the request for travel is submitted. The contractor shall keep a summary of all long-distance travel

including, but not limited to, the name of the employee, location of travel, duration of trip, and point of contact (POC) at travel location.

C.3.1.6 SUBTASK 6 –DEVELOP A QUALITY CONTROL PLAN (QCP)

The contractor shall develop a QCP (Section F.3, **Deliverable 7**) that describes the contractor's approach to ensuring quality assurance in services and deliverables developed under this TO. The contractor shall provide a final QCP as required in Section F.3 (**Deliverable 8**). The contractor shall periodically update the QCP, as required in Section F, as changes in program processes are identified.

C.3.1.7 SUBTASK 7 – PREPARE A MONTHLY STATUS REPORT (MSR)

The contractor shall develop and provide an MSR (Section F.3, **Deliverable 5**) using Microsoft (MS) Office Suite applications, by the tenth of each month via electronic mail to the Technical Point of Contact (TPOC) and the COR. The MSR shall include the following:

- a. Activities during reporting period, by task and by target location (include: on-going activities, new activities, activities completed; progress to date on all above mentioned activities). Start each section with a brief description of the task.
- b. Problems and corrective actions taken. Also include issues or concerns and proposed resolutions to address them.
- c. Personnel gains, losses, and status (security clearance, etc.).
- d. Government actions required.
- e. Schedule (show major tasks, milestones, and deliverables; planned and actual start and completion dates for each).
- f. Summary of trips taken, conferences attended, etc. (attach Trip Reports to the MSR for the reporting period).
- g. Accumulated invoiced cost for each CLIN and each target location up to the previous month.
- h. Projected cost of each CLIN and each target location for the current month.

C.3.2 TASK 2 – TRANSITION-OUT

The Transition-Out Plan shall facilitate the accomplishment of a seamless transition from the incumbent to an incoming contractor/Government personnel at the expiration of the TO. The contractor shall provide a Transition-Out Plan NLT 90 calendar days prior to expiration of the TO. The contractor shall identify how it will coordinate with the incoming contractor and/or Government personnel to transfer knowledge regarding the following:

- a. Project management processes
- b. Points of contact
- c. Location of technical and project management documentation
- d. Status of ongoing technical initiatives
- e. Appropriate contractor-to-contractor coordination to ensure a seamless transition.
- f. Transition of Key Personnel

SECTION C – PERFORMANCE WORK STATEMENT

- g. Schedules and milestones
- h. Actions required of the Government.

The contractor shall also establish and maintain effective communication with the incoming contractor/Government personnel for the period of the transition via weekly status meetings via teleconference.

C.3.2.1 SUBTASK 1 – IMPLEMENT TRANSITION-OUT PLAN

The contractor shall implement its Transition-Out Plan no later than (NLT) 90 calendar days prior to expiration of the base period. The contractor shall ensure all active projects are captured and transitioned and all data and activities produced are archived and included as part of the transition materials provided to the new contractor.

C.3.3 TASK 3 – PROVIDE MEDIA SUPPORT

The contractor shall provide media support using the following formats: radio, TV, billboard, mobile, novelty items, and website in accordance with the subtasks as described below. For each subtask, the contractor shall develop and provide finalized products to the (b) (5) before production and dissemination. The contractor shall produce final scripts and products for all radio and TV PSAs, print/billboard media, and novelty items based on content provided by the Government. The Contractor shall provide final products that are specific to the target audience. The contractor shall receive Government approval prior to dissemination. This includes language, social behavior, ethnic characteristics, and social/political/military/economic conditions and environments. After the final product is approved, the contractor shall pre-test final products on a sample target audience and provide the results to the (b) (5). As appropriate, the Contractor shall initiate the production process for the business days after the Government provides its approval to proceed to the contractor (and after the Government's review of the feedback and findings of the target audience pre-testing) unless otherwise specified by the Project Schedule for Media Releases (Section J, Attachment G). The contractor shall provide the Government with finished products for dissemination no more than 10 business days after the manufacturing is complete. The contractor shall also provide the final version of the product written/sub-titled or dubbed in English to the (b) (5).

The Contractor shall translate all products from English into the designated language. The Contractor shall provide prototypes in English and the language appropriate to the target audience.

C.3.3.1 SUBTASK 1 – RADIO PUBLIC SERVICE ANNOUNCEMENTS

The Contractor shall produce and broadcast radio public service announcements (PSAs) within (b) (5)'s area of interest (Section F.3, **Deliverable 9**). The total number of public announcements shall be delivered in accordance with the approved budget as reflected in the weekly product cost tracking report (Section C.3.1.2).

To ensure continuity of effort, the Contractor must be prepared to begin dissemination of PSAs within 15 workdays of contract award. Since radio is the most effective way of reaching the target audience en masse, the PSA will be the primary mechanism for message dissemination.

SECTION C – PERFORMANCE WORK STATEMENT

The Government estimates that annually a total of between 8,000 and 12,550 broadcast spots in accordance with the Project Schedule for Media Releases (Section J, Attachment G). The (b) (5)

(b) (5) will develop the PSA scripts or prototypes and deliver them to the contractor at the appropriate time for final translation/production/dissemination. The contractor shall provide the resources to facilitate translations, distribution, and dissemination of the final product to the target audiences. The contractor shall broadcast using frequency modulation (FM) or shortwave (SW). The Contractor shall have an available network of radio stations, in place, at the time of contract award to ensure adequate coverage and dissemination in the AOR. The contractor shall change the PSAs on a rotating basis as determined by the (b) (5). The contractor shall determine the language of the PSAs by the target audience. The contractor shall provide recommendations to the Government regarding which radio stations to use in the dissemination of the PSAs along with any recommendations on the location and timing of PSAs to achieve maximum effect. In addition, the Contractor shall work collaboratively to develop measures of effectiveness (MOEs) and measures of performance (MOPs) regarding the PSAs to be reported in the weekly product cost tracking report (Section C.3.1.2).

C.3.3.2 SUBTASK 2 – ONGOING RADIO PROGRAM

The contractor shall produce, edit and prepare final versions of products for the ongoing radio program for approval by the Government. The ongoing radio program shall consist of a 30 minute pre-recorded weekly radio broadcast of the program to be disseminated at 1430 local time

(b) (5) s area of interest. Following approval by the Government, the contractor shall ram in the East Africa region. The contractor shall feature program topics in a radio talk show format featuring approved hosts and feature interviews with approved guests. Within ten workdays of award of contract, contractor shall provide suggested topics to the COR and TPOC for approval (Section F.3, **Deliverable 10**). After that, the contractor shall provide topics (estimated 8 per month) NLT the fifth of each month for five months. (Section F.3, **Deliverable 11**). If any of the topics are not approved, contractor shall provide additional topics within one week of notification in order to meet the monthly requirement of topics. The contractor shall provide the names of hosts and guest speakers to th (b) (5) approval at least two weeks prior to each recording.

The contractor shall record the first transcript within two weeks of Government approval of topics and in accordance with the Project Schedule for Media Releases (Section J, Attachment G) and provide written transcripts (in both English and the designated language in Microsoft Word). In addition, the contractor shall provide a one page summary in the designated language and MP3 format audio file (in the designated language) to the (b) (5)

approval. Upon Government approval, the contractor shall broadcast the program at the next scheduled time. The contractor may be required to revise/amend transcripts and MP3 audio files based on the review. Any required changes must be provided to (b) (5)

hours. If a program is not approved prior to the next scheduled broadcasting time, the (b) (5) (b) (5) may direct the contractor to replay previously approved programs du

Upon completion of each 30 minute program, the contractor shall collect call in feedback via local radio stations for approximately 15 minutes. The contractor shall provide at least one

medium at the end of each program to encourage listener feedback. The medium, as directed by the TPOC shall be via phone, e mail, Short Message Service (SMS) texting or website. The contractor shall prepare a Feedback Report with the following, as applicable:

- a. The original and translated content of feedback and polling questions for the radio program.
- b. Local population basic demographics including but not limited to which station received call/ access location, date and time of each contact, email address, phone number, any other collectible information. Nationaly, gender and age information, as possible.
- c. Detailed data regarding the answers provided by local populations.
- d. Polling data.

C.3.3.3 SUBTASK 3 - PRODUCE AND DISSEMINATE PSA TELEVISION BROADCASTS

Television is the fastest growing market in the (b) (5) media at influencing the elite decision makers in the target audience. The contractor shall produce, edit and prepare final versions of TV products to support (b) (5) broadcast television PSAs within (b) (4) 's area of interest. The PSAs in accordance with the Project Schedule for Media Releases (Section J, Attachment G). The rate of production of unique TV PSAs per month will be based on the Government schedule. The Government estimates that annually between nine and twelve TV PSAs will be required. With the total PSA broadcast spots to be delivered over the period of performance being a minimum of 1000 up to a maximum of 1500 broadcast spots.

(b) (5) will produce and provide the TV PSA scripts or prototypes to the contractor at the appropriate time for final translation/production/dissemination. The contractor shall facilitate translation, production, distribution, and dissemination of the final product to the target audiences. The contractor shall broadcast in terrestrial or satellite television. The contractor shall create a television dissemination plan for the AOR so that there is minimal break in messaging of existing TV PSAs (Section F.3, **Deliverable 14**). The contractor shall begin dissemination of formerly approved TV PSAs within 15 workdays of contract award (Section F.3, **Deliverable 13**). The contractor shall be required to change the PSAs on a rotating basis as directed by the (b) (5). If a situation dictates, the contractor shall be required to air additional PSAs as (b) (5). The timeline for the additional TV PSAs will be determined by situational events in the information environment. The contractor shall determine the language of the PSAs by the target audience. The contractor shall provide recommendations to the Government regarding which television stations to use in the dissemination of the PSAs along with any recommendations for the location and timing of PSAs to achieve maximum effect. In addition, the Contractor shall work collaboratively to develop additional MOEs and MOPs regarding the TV PSAs.

C.3.3.4 SUBTASK 4 - PRODUCE AND DISSEMINATE WEEKLY TELEVISION BROADCAST

Future plans are to take the existing radio program and develop a weekly television broadcast in a discussion format (Section F.3, **Deliverable 15**). The Government plans to begin this effort in

the Fall of 2015. The contractor shall have the capability to produce, edit, and prepare weekly pre-recorded broadcasts within 30 days of approval of the television series. The contractor shall facilitate translations, production, distribution, and dissemination of the final product to the target audiences. The broadcast method for the PSAs will be in terrestrial or satellite television in areas where the existing radio program is currently being disseminated. The programming will be similar in nature to the 30 minute radio broadcasts and will require the contractor to record listener feedback. The contractor shall display an associated call-in and SMS text number during the broadcast. The contractor shall provide written feedback for call-in and SMS messages. The contractor shall provide original and translated content of feedback and polling questions for the

(b) (5) within ten workdays of broadcast (Section F.3,

C.3.3.5 SUBTASK 5 - BILLBOARD MEDIA

The contractor shall produce and maintain billboard print media in accordance with the Project Schedule for Media Releases (Section J, Attachment G). The total billboard print media to be delivered over the period of performance would be to maintain a minimum of 15 billboards, or a maximum of 18 billboards per month. The contractor shall maintain billboards for a minimum of two months before replacing with a new message or moved to a new location.

The contractor shall conduct an onsite assessment of the locations the Government has identified for dissemination and report any potential issues associated with those locations. Within five business days after the assessment is complete, the contractor shall provide its written recommendation regarding the onsite assessment of the locations for dissemination of the billboard printed media. The contractor shall provide a photo of the completed billboard to the TPOC within five workdays of posting (Section F.3, **Deliverable 17**).

The Contractor shall maintain a network that allows access to areas in the AOR that may be deemed hostile. The Government may request billboards in areas throughout the (b) (5) AOR. The Contractor shall disseminate in such areas within 15 days of the contract award. Once the location(s) from the site assessment is/are approved, the contractor shall produce and distribute the billboards in the approved locations. The (b) (5) provide the prototype designs for the billboard print media for the contractor at the appropriate time to allow for production and dissemination. The Contractor shall produce billboards using the local language to ensure that the poster's message reaches its targeted audience. The contractor shall make recommendations to the Government regarding the locations for the billboards media to achieve the maximum effect. The contractor shall make recommendations regarding billboard printed media design and type prior to production and distribution.

C.3.3.6 SUBTASK 6 - MOBILE MEDIA

The Government estimates that the Contractor will send between 1,000,000 and 1,850,000, SMStext messages annually, assuming local conditions allow for broadcast of messages and SMS surveys, and in accordance with the approved budget as reflected in the weekly product cost tracking report. The contractor shall distribute SMS on a basis that is proportional to the target audience's size. The (b) (5) will provide the content of the SMS

SECTION C – PERFORMANCE WORK STATEMENT

messaging. The contractor shall send SMS messages using the local language to ensure that each SMS message reaches its targeted audience. The Contractor shall provide the resources to facilitate distribution and dissemination of the final product to the target audiences. The Government welcomes any recommendations on the cost effectiveness and route to reach the target audience by SMS. The Contractor shall work collaboratively with the Government to develop MOEs and MOPs.

C.3.3.7 SUBTASK 7 - NOVELTY ITEMS

The Contractor shall distribute novelties (footballs, badges, t-shirts, lighters), within the (b) (5) (b) (5) area of interest in accordance with the Project Schedule for Media Releases (See Attachment G). Distribution should be proportional to the target audience's size. As appropriate, the contractor shall provide recommendations regarding how to best use the medium to reach the target audience. At the Government's direction, the contractor shall develop novelty items for the Government's review and approval. The TPOC will provide the content, language, and messaging of the novelty items. The contractor shall facilitate translations, distribution, and dissemination of the final novelty products to the target audiences. The contractor shall make recommendations regarding design and type of novelty prior to production and dissemination.

C.3.3.8 SUBTASK 8 – WEBSITE

The contractor shall create a website for an ongoing radio program that shall include previously aired radio shows (Section F.3, **Deliverable 18**). Additionally, to obtain feedback, the contractor shall provide dropdown boxes so that respondents may provide a response. A word text box must be made available to allow respondents to type a response no less than 500 characters. Contractor shall report responses to the (b) (4) J39 MISO by fifth of each month. The contractor shall create and maintain an email account for the purpose of receiving feedback. This e-mail address must be listed on the website and announced on each PSA and at the conclusion of each radio broadcast. Respondents may reply to polling questions posed at the end of each broadcast or provide additional comments. (b) (4) J39 MISO will provide polling questions. The contractor shall provide all feedback in the designated language and English to the (b) (5) J39 MISO by the fifth of each month (Section F.3, **Deliverable 19**).

The contractor shall create an additional website for a future MISO series. The contractor shall use the website to obtain feedback and assist the MISO Support Element in obtaining measures of effectiveness. The contractor shall create and launch the website and keep the website up-to-date as the series continues. The nature and scope of the website will be determined as the mission dictates at a future date and is subject to approval through AFRICOM.

C.3.3.9 SUBTASK 9 – PRODUCE AND DISSEMINATE COMIC BOOK STYLE MEDIA

The contractor shall illustrate, produce and print comic book style media. Future plans are to produce a comic book to disseminate in (b) (4) 's area of operation. The layout shall consist of a 10-15 page comic strip that follows themes established and approved by the (b) (5) (b) (5) 4-5 pages of puzzles in the designated language in history/education (which will be

SECTION C – PERFORMANCE WORK STATEMENT

provided by the contractor), and a questionnaire or mail in card on the final page designed to re MOE. The contractor shall ensure that the comic books can be disseminated in the (b) (5) (b) (5) AOR. The contractor shall design, produce, and disseminate 12 editions of the comic. The contractor shall maintain a network that allows access to areas in the AOR that may be deemed hostile. Within 30 days of contract award, the Contractor shall have the ability to produce up to 5,000 comic books (Section F.3, **Deliverable 20**).

The contractor shall provide a prototype of each comic book to the TPOC for approval at least two weeks prior to each issue. Upon Government approval, the contractor shall print the final product and provide a sample in the designated language (along with English translation in Microsoft Word) to the TPOC. Upon final Government approval, the contractor shall disseminate the comic book at the next scheduled time. The Contractor shall provide the method for dissemination, as well as, the means to collect the questionnaires/cards for MOE. The contractor shall provide original and translated content of feedback and polling questions for each issue. The contractor shall also provide basic demographics (including but not limited to which location, gender, age, nationality, or any other collectible information, as possible) with detailed data regarding the answers provided by local populations. Polling data shall be submitted to the TPOC within three weeks of dissemination.

Every two weeks, the contractor shall produce a radio show that consists of a narration of a comic book produced under this Subtask. The radio broadcast will have the same dissemination period and location as the comic book.

C.3.3.10 – SUBTASK 10 – PRINT POSTERS

The Contractor shall produce, print, and disseminate posters/handbills or similar media. The contractor shall produce up to 2,500 posters or similar media in accordance with the Project Schedule for Media Releases (Section J, Attachment G) (Section F.3, **Deliverable 21**).

C.3.4 TASK 4 – PRE-TESTING AND SURVEYS

C.3.4.1 SUBTASK 1 – PRODUCT PRE-TESTING AND FOCUS GROUPS

The Contractor shall conduct pre-testing sessions (estimated 36 pre-tests), to ensure the cultural, linguistic, media selection, timing, formatting, and broader appropriateness with the identified target audiences in order to deliver the stated (b) (4) effects. At Project Start, the contractor shall have established access to populations that are native to the area of interest or have been displaced from their homeland less than a year. Proper access to these populations ensures that products resonate with a specific target audience and increases the validity of feedback from the focus groups. The contractor shall conduct pre-testing with a minimum of eight individuals from the target audience and to meet the requirements of (b) (4) (b) (5). The feedback and findings will be provided to the TPOC in a reasonable time to support decisions regarding the dissemination of media products. The contractor shall provide the results and recommendations to (b) (4) (b) (5) in a format appropriate to the pre-test criteria set by the Government. The contractor shall provide reports within five working days after completion of the pre-test. The

Government estimates that the Contractor will be required to provide 48 focus groups annually to enable the Government to make informed decisions on messaging plans for specific topics. The Government will plan to provide the message topic to be used for the focus group at least 21 workdays prior to the scheduled focus group. The contractor shall be prepared to conduct product pre-testing and focus groups within 14 workdays of contract award (Section F.3, **Deliverable 22**).

C.3.4.2 SUBTASK 2 - SURVEYS

The Contractor shall conduct bi-monthly (once every two months) quantitative research surveys (Section F.3, **Deliverable 24**) and quarterly qualitative surveys (Section F.3, **Deliverable 25**) across selected urban centers, and the broader (b) (4) AOR as directed, to support the development of Target Audiences to enhance future messaging efforts. The Government anticipates approximately up to ten target locations for the surveys. The Contractor will have a network of individuals who are native to these urban centers to ensure timely and proper execution of surveys. The research will cover media mapping, demographics, and perceptions of the populations to refine and shape messages and product dissemination at a detail level as well as to track change in public opinion and behavior. The output of this audience analysis effort will (b) (5) to develop programs, plans and products in line with Commander (b) (4) direction and objectives and demonstrate the measure of effectiveness of MISO programs. The contractor shall develop MOEs and MOPs to evaluate the changing human terrain in the AOR in support of (b) (4) effects. This audience analysis is intended to capture the sentiments of the target audience prior to MISO series dissemination, during dissemination, and in the post-dissemination period, which will provide the MISO Support Element much needed measurement of program effectiveness.

C.3.4.3 SUBTASK 3 – MEDIA SURVEYS AND GEO-ANALYTICAL SUPPORT

The Contractor shall conduct monthly geo-mapping surveys (Section F.3, **Deliverable 26**) in selected urban centers in the (b) (4) AOR as directed to support the development of Target Audience Analysis Worksheets to enhance future messaging efforts. The research will cover targeted media mapping, demographics, and perceptions of the populations to refine and shape messages and product dissemination at a micro level as well as to track change in public opinion and behavior. The output of this audience analysis effort will be used by (b) (5) to develop programs, plans and products in line with the (b) (4) Commander's direction and objectives. The contractor will develop Measures of Effectiveness (MOEs) and Measures of Performance (MOPs) to evaluate the changing human terrain in the AOR in support of (b) (5) effects. This audience analysis will not evaluate the performance of the program of work, but will be limited to measuring attitudes and behaviors of target audiences to support product development and dissemination.

The contractor will deliver audience analysis in a format that provides geo-analytical insight and layered information in a format that fully supports (b) (4) (b) (5) and supporting elements (J2, J5 etc) across the requirement. Visual audience mapping and in-depth audience insight will be required to fully support product development, dissemination and achievement of measurable and enduring influence effects.

C.3.5 TASK 5 – ACCOUNTING FOR CONTRACT SERVICES

The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collections site where the contractor shall report ALL contractor manpower (including subcontractor manpower) required for performance of this contract. The contractor is required to completely fill in all the information in the format using the following web address: <https://cmra.army.mil>. The required information includes:

- a. Contracting Office, CO, COR.
- b. Contract number, including Task and Delivery Order number.
- c. Beginning and ending dates covered by reporting period.
- d. Contractor name, address, phone number, and email address, and identity of contractor employee entering data.
- e. Estimated direct labor hours (including subcontractors).
- f. Estimated direct labor dollars paid this reporting period (including subcontractors).
- g. Total payments (including subcontractors).
- h. Predominant Federal Service Code (FSC) reflecting services provided by the contractor (separate predominant FSC for each subcontractor if different).
- i. Estimated data collection costs.
- j. Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army requiring Activity is responsible for providing the contractor with its UIC for the purposes of reporting this information).
- k. Locations where contractor and subcontractor perform the work (specified by zip code in the United States (U.S.) and nearest city and country (when in overseas locations) using standardized nomenclature on website).
- l. Presence of deployment or contingency contract language.
- m. Number of contractor and subcontractor employees deployed in theater this reporting period (by country).

As part of its submission, the contractor shall also provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period will be the period of performance, NTE 12 months, ending September 30 of each Government fiscal year and must be reported by October 31 of each calendar year or at the end of the contract, whichever comes first. Contractors may use Extensible Markup Language (XML) data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's systems to the secure web site without the need for separate data entries for each required data element at the website. The specific formats for the XML direct transfer may be downloaded from the web.

SECTION D - PACKAGING AND MARKING

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SECTION E - INSPECTION AND ACCEPTANCE

E.1 PLACE OF INSPECTION AND ACCEPTANCE

Inspection and acceptance of all work performance, reports, and other deliverables under this TO shall be performed by the Contracting Officer's Representative (COR) and Technical Point of Contact (TPOC).

E.2 SCOPE OF INSPECTION

All deliverables will be inspected for content, completeness, accuracy, and conformance to TO requirements by the FEDSIM COR. Inspection may include validation of information or software through the use of automated tools, testing, or inspections of the deliverables, as specified in the TO. The scope and nature of this inspection will be sufficiently comprehensive to ensure the completeness, quality, and adequacy of all deliverables.

The Government requires a period NTE 15 workdays after receipt of final deliverable items for inspection and acceptance or rejection.

E.3 BASIS OF ACCEPTANCE

The basis for acceptance shall be compliance with the requirements set forth in the TO, the contractor's proposal, and relevant terms and conditions of the contract. Deliverable items rejected shall be corrected in accordance with the applicable clauses.

Reports, documents, and narrative-type deliverables will be accepted when all discrepancies, errors, or other deficiencies identified in writing by the Government have been corrected.

If the draft deliverable is adequate, the Government may accept the draft and provide comments for incorporation into the final version.

All of the Government's comments on deliverables must either be incorporated in the succeeding version of the deliverable, or the contractor must demonstrate to the Government's satisfaction why such comments should not be incorporated.

If the Government finds that a draft or final deliverable contains spelling errors, grammatical errors, or improper format, or otherwise does not conform to the requirements stated within this TO, the document may be immediately rejected without further review and returned to the contractor for correction and resubmission. If the contractor requires additional Government guidance to produce an acceptable draft, the contractor shall arrange a meeting with the FEDSIM COR.

E.4 DRAFT DELIVERABLES

The Government will provide written acceptance, comments, and/or change requests, if any, within 15 workdays (unless specified otherwise in Section F) from Government receipt of the draft deliverable. Upon receipt of the Government's comments, the contractor shall have ten workdays to incorporate the Government's comments and/or change requests and to resubmit the deliverable in its final form, unless otherwise specific in Section C.

SECTION E - INSPECTION AND ACCEPTANCE

E.5 WRITTEN ACCEPTANCE/REJECTION BY THE GOVERNMENT

The CO/COR will provide written notification of acceptance or rejection (Section J, Attachment J) of all final deliverables within 15 workdays (unless specified otherwise in Section F). All notifications of rejection will be accompanied with an explanation of the specific deficiencies causing the rejection.

E.6 NON-CONFORMING PRODUCTS OR SERVICES

Non-conforming products or services will be rejected. Deficiencies will be corrected, by the contractor, within ten workdays of the rejection notice. If the deficiencies cannot be corrected within ten workdays, the contractor shall immediately notify the FEDSIM COR of the reason for the delay and provide a proposed corrective action plan within ten workdays.

SECTION F – DELIVERABLES OR PERFORMANCE

F.1 TASK ORDER PERIOD OF PERFORMANCE

The period of performance for this TO consist of one nine-month base period and one three-month option period.

Base Period: July 19, 2015 – April 18, 2016

Option Period 1: April 19, 2016 – July 18, 2016

F.2 PLACE OF PERFORMANCE

Place of Performance is the contractor's location. The contractor's location shall be located in (b) (5) AOR for core functions, Tasks 2-4. Other tasks may be performed in other contractor locations.

F.3 DELIVERABLES

The following schedule of milestones will be used by the FEDSIM COR to monitor timely progress under this TO.

The following abbreviations are used in this schedule:

NLT: No Later Than

TOA: Task Order Award

IAW: In Accordance With

All references to Days: Government Workdays

Deliverables are due the next Government workday if the due date falls on a holiday or weekend.

The contractor shall submit the deliverables listed in the following table:

	MILESTONE/DELIVERABLE	TOR REFERENCE	PLANNED COMPLETION DATE
1.	Project Start (PS)		July 19, 2015
2.	Kick-Off Meeting	C.3.1.1	Within 5 workdays of TOA
3.	Copy of TO (initial award and all modifications)	F.5.1	Within 10 workdays of award
4.	Weekly Product Cost Status Report	C.3.1.2	Weekly (on Friday)
5.	Weekly Status Report	C.3.1.3	Weekly (on Friday)
6.	Trip Report(s)	C.3.1.5	Within 10 workdays following completion of each trip
7.	QCP – Draft	C.3.1.6	15 workdays after award
8.	QCP – Final	C.3.1.6	10 workdays after receipt of Government comments
9.	Monthly Status Report	C.3.1.7	Monthly on the 15 th calendar day of the next month
10.	Begin Radio PSA Dissemination	C.3.3.1	15 workdays after TOA
11.	12 Initial Topics for Ongoing Radio Program	C.3.3.2	10 workdays after TOA

SECTION F – DELIVERABLES OR PERFORMANCE

	MILESTONE/DELIVERABLE	TOR REFERENCE	PLANNED COMPLETION DATE
12	8 Topics for Ongoing Radio Program	C.3.3.2	Monthly (by the 5 th of each month)
13	Ongoing Radio Program Feedback Report	C.3.3.2	10 workdays after broadcast of each Ongoing Radio Program
14	Begin TV PSA Dissemination	C.3.3.3	15 workdays after TOA
15	TV Dissemination Plan for AORs	C.3.3.3	15 workdays after TOA
16	Weekly TV Broadcast	C.3.3.4	Weekly
17	Weekly TV Broadcast Feedback Report	C.3.3.4	10 workdays after each broadcast
18	Onsite Billboard Photo	C.3.3.5	5 workdays after the billboard is posted
19	Website Created	C.3.3.8	IAW Section J, Attachment G Monthly (by the 5 th of each month)
20	Website Responses Report	C.3.3.8	
21	Comic Book Production and Dissemination	C.3.3.9	IAW Section J, Attachment G
22	Produce and Disseminate Print Posters	C.3.3.10	IAW Section J, Attachment G
23	Able to Perform Product Pre-testing and Focus Groups	C.3.4.1	14 workdays after TOA
24	Pre-test Report	C.3.4.1	10 workdays after pre-test completion
25	Quantitative Research Surveys	C.3.4.2	Bi-monthly, IAW Section J, Attachment G
26	Qualitative Surveys	C.3.4.2	Quarterly, IAW Section J, Attachment G
27	Geo-mapping Survey	C.3.4.3	Monthly, IAW Section J, Attachment G

The contractor shall mark all deliverables listed in the above table to indicate authorship by contractor (i.e., non-Government) personnel; provided, however, that no deliverable shall contain any proprietary markings inconsistent with the Government's data rights set forth in this TO. The Government reserves the right to treat non-confirming markings in accordance with subparagraph (h) of the DFARS clause 252.227-7013 and subparagraph (h) of the DFARS clause 252.227-7014.

F.3.1 PUBLIC RELEASE OF CONTRACT DOCUMENTS REQUIREMENT

The contractor agrees to submit, within ten workdays from the date of the Contracting Officer's execution of the initial TO, or any modification to the TO (exclusive of Saturdays, Sundays, and Federal holidays), a portable document format (PDF) file of the fully executed document with all proposed necessary redactions, including redactions of any trade secrets or any commercial or financial information that it believes to be privileged or confidential business information, for the purpose of public disclosure at the sole discretion of GSA. The contractor agrees to provide a detailed written statement specifying the basis for each of its proposed redactions, including the

SECTION F – DELIVERABLES OR PERFORMANCE

applicable exemption under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and, in the case of FOIA Exemption 4, 5 U.S.C. § 552(b)(4), shall demonstrate why the information is considered to be a trade secret or commercial or financial information that is privileged or confidential. Information provided by the contractor in response to the contract requirement may itself be subject to disclosure under the FOIA. Submission of the proposed redactions constitutes concurrence of release under FOIA.

GSA will carefully consider all of the contractor's proposed redactions and associated grounds for nondisclosure prior to making a final determination as to what information in such executed documents may be properly withheld.

F.3.2 DELIVERABLES MEDIA

The contractor shall deliver all electronic versions by email. The following are the required electronic formats, unless otherwise specified in Section C whose versions must be compatible with the latest, commonly available version on the market.

- Text MS Word
- Spreadsheets MS Excel
- Briefings MS PowerPoint
- Drawings MS Visio
- Schedules MS Project

F.4 PLACE(S) OF DELIVERY

Unclassified deliverables and correspondence shall be delivered to the GSA Contracting Officer (CO) or Contracting Officer's Representative (COR) at the following address:

GSA FAS AAS FEDSIM
ATTN: Julie Lee, COR
1800 F Street, NW
Suite 3100 (QF0B)
Washington, D.C. 20405
Telephone: (703)589-3932
Email: julie.lee@gsa.gov

Copies of all deliverables shall also be delivered to the (b) (4) (b) (5) TPOC at the following address: To be provided at time of award.

F.5 NOTICE REGARDING LATE DELIVERY/PROBLEM NOTIFICATION REPORT (PNR)

The contractor shall notify the FEDSIM COR via a Problem Notification Report (PNR) (Section J, (Attachment I)) as soon as it becomes apparent to the contractor that a scheduled delivery will be late. The contractor shall include in the PNR the rationale for late delivery, the expected date for the delivery, and the project impact of the late delivery. The FEDSIM COR will review the new schedule and provide guidance to the contractor. Such notification in no way limits any Government contractual rights or remedies including, but not limited to, termination.

G.1 CONTRACTING OFFICER’S REPRESENTATIVE

The CO will appoint a COR in writing through a COR Appointment Letter that will be provided to the contractor upon award (Section J, Attachment A). The COR will receive, for the Government, all work called for by the TO and will represent the CO in the technical phases of the work. The COR will provide no supervisory or instructional assistance to contractor personnel.

The COR is not authorized to change any of the terms and conditions, scope, schedule, and price of the Contract or the TO. Changes in the scope of work will be made only by the CO by properly executed modifications to the Contract or the TO.

G.1.1 CONTRACT ADMINISTRATION

Contracting Officer:

John Terrell
GSA FAS AAS FEDSIM
1800 F Street, NW
Suite 3100 (QF0B)
Washington, D.C. 20405
Telephone: (703)605-2748
Email: john.terrell@gsa.gov

Contracting Officer’s Representative:

Julie Lee, COR
GSA FAS AAS FEDSIM
1800 F Street, NW
Suite 3100 (QF0B)
Washington, D.C. 20405
Telephone: (703)589-3932
Email: julie.lee@gsa.gov

Technical Point of Contact:

Provided after award.

G.2 2 INVOICE SUBMISSION

The contractor shall submit Requests for Payments in accordance with the format contained in General Services Administration Acquisition Manual (GSAM) 552.232-25, PROMPT PAYMENT (NOV 2009), to be considered proper for payment. In addition, the following data elements shall be included on each invoice.

Task Order Number: GSQ0015AJXXXX

Paying Number: 15033ARM

FEDSIM Project Number: AR00754

Project Title: MISO Support

SECTION G – CONTRACT ADMINISTRATION DATA

The contractor shall certify with a signed and dated statement that the invoice is correct and proper for payment. The contractor shall provide invoice backup data in accordance with the contract type, including detail such as labor categories, rates, and quantities of labor hours per labor category. The contractor shall submit a draft invoice to the COR and TPOC via email prior to submitting the invoice in electronic Assisted Services Shared Information SysTem (ASSIST).

The contractor shall utilize FEDSIM's electronic ASSIST to submit invoices. The contractor shall submit invoices electronically by logging onto the following link (requires Internet Explorer to access the link):

<https://portal.fas.gsa.gov>

Log in using your assigned ID and password, navigate to the order against which you want to invoice, click the Invoices and Acceptance Reports link in the left navigator, and then click the *Create New Invoice* button. The AASBS Help Desk should be contacted for support at 877-472-4877 (toll free) or by email at AASBS.helpdesk@gsa.gov. By utilizing this method, no paper copy of the invoice shall be submitted to GSA FEDSIM or the GSA Finance Center. However, the FEDSIM COR may require the contractor to submit a written "hardcopy" invoice with the client's certification prior to invoice payment.

G.2.1 1 INVOICE REQUIREMENTS

The contractor shall submit simultaneous draft copies of the invoice to both GSA and the client TPOC as indicated in Section G.2 - Invoice Submission. Receipts are provided on an as requested basis. If the TO has different contract types, each should be addressed separately in the invoice submission. The final invoice is desired to be submitted within six months of project completion.

G.2.2 TIME-AND-MATERIAL (T&M) CLINs (for LABOR)

The contractor may invoice monthly on the basis of cost incurred for the T&M CLINs. The invoice shall include the period of performance covered by the invoice and the CLIN number and title. All hours and costs shall be reported by CLIN element (as shown in Section B), by contractor employee, and shall be provided for the current billing month and in total from project inception to date. The contractor shall provide the invoice data in spreadsheet form with the following detailed information. The listing shall include separate columns and totals for the current invoice period and the project to date.

- a. Employee name (current and past employees)
- b. Employee company labor category
- c. Employee labor category
- d. Monthly and total cumulative hours worked
- e. Corresponding TO bid rate
- f. Cost incurred not billed

G.2.3 MATERIAL AND EQUIPMENT/OTHER DIRECT COSTS (ODCs)

The contractor may invoice monthly on the basis of cost incurred for the Material and Equipment and ODC CLINs. The invoice shall include the period of performance covered by the invoice

SECTION G – CONTRACT ADMINISTRATION DATA

and the CLIN number and title. In addition, the contractor shall provide the following detailed information for each invoice submitted, as applicable. Spreadsheet submissions are required.

- a. Materials and Equipment and/or ODCs purchased
- b. Consent to Purchase number or identifier
- c. Date accepted by the Government
- d. Associated CLIN
- e. Project-to-date totals by CLIN
- f. Cost incurred not billed
- g. Remaining balance of the CLIN

All cost presentations provided by the contractor shall also include Overhead charges, General and Administrative charges, and Fee.

G.2.4 TRAVEL

Contractor costs for travel will be reimbursed at the limits set in the following regulations (see FAR 31.205-46):

- a. Joint Travel Regulation (JTR) - prescribed by the GSA, for travel in the contiguous U.S.
- b. Federal Travel Regulation (FTR) Volume 2, Department of Defense (DoD) Civilian Personnel, Appendix A - prescribed by the DoD, for travel in Alaska, Hawaii, and outlying areas of the U.S.

The contractor may invoice monthly on the basis of cost incurred for cost of travel comparable with the JTR/FTR. The invoice shall include the period of performance covered by the invoice, the CLIN number and title. Separate worksheets, in MS Excel format, shall be submitted for travel.

CLIN/ Total Travel: This invoice information shall identify all cumulative travel costs billed by CLIN. The current invoice period's travel details shall include separate columns and totals and include the following:

- a. Travel Authorization Request number or identifier, approver name, and approval date
- b. Current invoice period
- c. Names of persons traveling
- d. Number of travel days
- e. Dates of travel
- f. Number of days per diem charged
- g. Per diem rate used
- h. Total per diem charged
- i. Transportation costs
- j. Total charges
- k. Explanation of variances exceeding 10% of the approved versus actual costs
- l. Indirect Handling Rate

All cost presentations provided by the contractor shall also include Overhead charges and General and Administrative charges.

H.1 KEY PERSONNEL

The following are the minimum personnel who shall be designated as “Key.” The Government does not intend to dictate the composition of the ideal team to perform this TO.

- a. Program Manager (PM)

The Government desires that Key Personnel be assigned for the duration of the TO.

H.1.1 PROGRAM MANAGER

It is required that the PM has the following qualifications:

- a. A SECRET clearance with Five Eyes.
- b. Experience managing work similar to that described in Section C, work of a similar nature to providing MISO support.
- c. Experience managing work conducted international environments, similar to the (b) (5)s AOR.

It is desired that the PM has the following qualifications:

- a. At least 3 years of experience managing work similar to that described in Section C, work of a similar nature to providing MISO support.
- b. At least 3 years of experience managing work conducted international environments, similar to the (b) (5)

H.2 KEY PERSONNEL SUBSTITUTION

The contractor shall not replace any personnel designated as Key Personnel without the written concurrence of the CO. Prior to utilizing other than personnel specified in proposals in response to a TOR, the contractor shall notify the Government CO and the COR of the existing TO. This notification shall be no later than ten calendar days in advance of any proposed substitution and shall include justification (including resume(s) and labor category of proposed substitution(s)) in sufficient detail to permit evaluation of the impact on TO performance.

Substitute personnel qualifications shall be equal to, or greater than, those of the personnel being substituted. If the Government CO and the COR determine that the proposed substitute personnel is unacceptable, or that the reduction of effort would be so substantial as to impair the successful performance of the work under the TO, the contractor may be subject to default action as prescribed by FAR 52.249-8, Default (Fixed-Price Supply and Service).

H.3 NON-KEY PERSONNEL

It is required that each non-key personnel designated to work in the (b) (5) shall have experience working in the (b) (5) region. It is desired that each non-key personnel designated to work in the (b) (5) shall have 3 years minimum experience in work similar to that described in Section C in the (b) (5) region. It is desired that each non-key personnel designated to work in the (b) (5) shall have a network of local key engagers, such as, local nationals or Non-Governmental Organization (NGO) workers.

H.4 SECURITY CONSIDERATIONS AND CLEARANCES

Some of the information provided to the contractor will be at a SECRET level. Local nationals hired by the contractor do not require a clearance.

At the contractor and sub-contractor level, the contractor and subcontractors is able to use Foreign-owned companies to research, design, and test products. The contractor is able to use personnel that are foreign citizens.

H.5 ORGANIZATIONAL CONFLICT OF INTEREST AND NON-DISCLOSURE REQUIREMENTS

H.5.1 ORGANIZATIONAL CONFLICT OF INTEREST (OCI)

In accordance with FAR 2.101(b), if the contractor (and any subcontractors, consultants, or teaming partners) has or is currently providing support or anticipates providing support to (b) (5) that creates or represents an actual or potential organizational conflict of interest (OCI), the contractor shall immediately disclose this actual or potential OCI in accordance with FAR Subpart 9.5. The contractor is also required to complete and sign an Organizational Conflict of Interest Statement in which the contractor (and any subcontractors, consultants, or teaming partners) agrees to disclose information concerning the actual or potential conflict with any proposal for any solicitation relating to any work in the TO. All actual or potential OCI situations shall be identified and addressed in accordance with FAR Subpart 9.5.

H.6 RESERVED

H.7 PURCHASING SYSTEMS

The objective of a contractor purchasing system assessment is to evaluate the efficiency and effectiveness with which the contractor spends Government funds and complies with Government policy with subcontracting.

Prior to the award of a TO the CO shall verify the validity of the contractor's purchasing system. Thereafter, the contractor is required to certify to the CO no later than 30 calendar days prior to the exercise of any options the validity of their purchasing system. Additionally, if reviews are conducted of the purchasing system after the exercise of the option, the contractor shall provide the results of the review to the CO within ten workdays from the date the results are known to the contractor.

H.8 TRAVEL

H.8.1 TRAVEL REGULATIONS

Contractor costs for travel will be reimbursed at the limits set in the following regulations (see FAR 31.205-46):

- a. Federal Travel Regulations (FTR) - prescribed by the GSA, for travel in the contiguous U.S.

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- b. Joint Travel Regulations (JTR), Volume 2, Department of Defense (DoD) Civilian Personnel, Appendix A - prescribed by the DoD, for travel in Alaska, Hawaii, and outlying areas of the U.S.
- c. Department of State Standardized Regulations (DSSR) (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances for Foreign Areas" - prescribed by the Department of State, for travel in areas not covered in the FTR or JTR.

H.8.2 TRAVEL AUTHORIZATION REQUESTS

Before undertaking travel to any Government site or any other site in performance of this Contract, the contractor shall have this travel approved by, and coordinated with, the FEDSIM COR. Notification shall include, at a minimum, the number of persons in the party, traveler name, destination, duration of stay, purpose, and estimated cost. Prior to any long distance travel, the contractor shall prepare a Travel Authorization Request for Government review and approval. Long distance travel will be reimbursed for cost of travel comparable with the (insert either the Federal Travel Regulations (FTR) or Joint Travel Regulations (JTR), or DSSR.

Requests for travel approval shall:

- a. Be prepared in a legible manner.
- b. Include a description of the travel proposed including a statement as to purpose.
- c. Be summarized by traveler.
- d. Identify the TO number.
- e. Identify the CLIN associated with the travel.
- f. Be submitted in advance of the travel with sufficient time to permit review and approval.

The contractor shall use only the minimum number of travelers and rental cars needed to accomplish the task(s). Travel shall be scheduled during normal duty hours whenever possible.

H.9 ODCs

The Government may require the contractor to purchase supplies critical and related to the services being acquired under the TO. Such requirements will be identified at the time a TOR is issued or may be identified during the course of a TO by the Government or the contractor. If the contractor initiates a purchase within the scope of this TO and the prime contractor has an approved purchasing system, the contractor shall submit to the FEDSIM COR a Request to Initiate Purchase (RIP). If the prime contractor does not have an approved purchasing system, the contractor shall submit to the CO a Consent to Purchase (CTP). The RIP and CTP shall include the purpose, specific items, estimated cost, cost comparison, and rationale.

H.10 INTELLECTUAL PROPERTY RIGHTS

The existence of any patent, patent application or other intellectual property right that encumbers any deliverable must be disclosed in writing on the cover letter that accompanies the delivery. If no such disclosures are provided, the data rights provisions set forth in this TOR apply.

H.11 CONTRACTOR IDENTIFICATION

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As stated in 48 CFR 211.106, Purchase Descriptions for Service Contracts, contractor personnel shall identify themselves as contractor personnel by introducing themselves or being introduced as contractor personnel and by displaying distinguishing badges or other visible identification for meetings with Government personnel. Contractor personnel shall appropriately identify themselves as contractor employees in telephone conversations and in formal and informal written correspondence.

SECTION I – CONTRACT CLAUSES

I.1 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This TO incorporates one or more clauses by reference with the same force and effect as if they were given in full text. Upon request the CO will make their full text available. Also, the full text of a provision may be accessed electronically at:

FAR website: <http://www.acquisition.gov/far/>

Clause No	Clause Title	Date
52.215-22	Limitations on Pass-Through Charges—Identification of Subcontract Effort	(Oct 2009)
52.215-23	Limitations on Pass-Through Charges	(Oct 2009)
52.216-30	Time-and-Materials/Labor-Hour Proposal Requirements—Non-Commercial Item Acquisition Without Adequate Price Competition	(Feb 2007)
52.217-9	Option to Extend the Term of the Contract Fill-In Date: 30 days Fill-In Date: 30 days Fill-In Date: One year	(Mar 2000)
52.223-15	Energy Efficiency in Energy Consuming Products	(Dec 2007)
52.223-16	IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products	(Dec 2007)
52.232-20	Limitation of Cost	(Apr 1984)
52.232-22	Limitation of Funds	(Apr 1984)
52.232-99	Providing Accelerated Payment to Small Business Subcontractors (Deviation)	(Aug 2012)
52.237-3	Continuity of Services	(Jan 1991)
52.239-1	Privacy or Security Safeguards	(Aug 1996)
52.244-6	Subcontracts for Commercial Items	(Dec 2013)
52.251-1	Government Supply Sources	(Aug 2012)

52.217-8: OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 10 days.

(End of clause)

OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice

SECTION I – CONTRACT CLAUSES

of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed one year.

(End of clause)

I.2 DEFENSE FEDERAL ACQUISITION REGULATION SUPPLEMENTS (DFARS) CLAUSES INCORPORATED BY REFERENCE

The full text of a provision may be accessed electronically at:

Defense Procurement website: www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html

Clause No	Clause Title	Date
252.204-7004	Alternate A, Central Contractor Registration	(Sep 2007)
252.211-7003	Item Identification and Valuation	(Jun 2013)
252.225-7040	Contractor Personnel Authorized To Accompany Armed Forces Deployed Outside The United States	(Feb 2013)
252.225-7993	Prohibition On Contracting With The Enemy In The United States Central Command Theater Of Operations(Deviation 2012-00005)	(Jan 2012)
252.225-7994	Additional Access To Contractor And Subcontractor Records In The United States Central Command Theater Of Operations (Deviation 2012-00005)	(Jan 2012)
252.225-7997	Contractor Demobilization	(Aug 2013)
252.227-7013	Rights in Technical Data - Noncommercial Items	(Mar 2011)
252.227-7014	Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation	(Mar 2011)
252.227-7015	Technical Data-Commercial Items	(Jun 2013)
252.227-7016	Rights in Bid or Proposal Information	(Jan 2011)
252-227-7017	Identification and Assertion of Use, Release, or Disclosure Restrictions	(Jan 2011)
252.227-7019	Validation of Asserted Restrictions - Computer Software	(Jun 1995)
252.227-7028	Technical Data or Computer Software Previously Delivered to the Government	(Jun 1995)
252.227-7030	Technical Data – Withholding of Payment	(Mar 2000)
252.227-7037	Validation of Restrictive Markings on Technical Data	(Jun 2013)
252.232-7007	Limitation of Government's Obligation	(Apr 2014)
252.239-7999	Cloud Computing Services (DEVIATION 2015-O0011)	(Feb 2015)
252.246-7001	Warranty of Data	(Dec 1991)

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J.1 LIST OF ATTACHMENTS

Attachment	Title
A	COR Appointment Letter (electronically attached .docx)
B	Monthly Status Report (electronically attached .docx)
C	Department of Defense (DD) 254 (electronically attached .pdf)
D	Travel Authorization Template (electronically attached .xls)
E	Request to Initiate Purchase Template (electronically attached .xls)
F	Incremental Funding Chart (electronically attached .xls)
G	Project Schedule for Media Releases (electronically attached .xls)
H	Acronym List (electronically attached .pdf)
I	Problem Notification Report (electronically attached .docx)
J	Deliverable Acceptance-Rejection Report (electronically attached .docx)
K	REMOVED
L	REMOVED
M	REMOVED
N	REMOVED

Attachment H – Acronym List

Acronym	Definition
AOR	Area of Responsibility
CAF	Contract Access Fee
CER	Code of Federal Regulations
(b) (5)	
CLIN	Contract Line Item Number
CO	Contracting Officer
COR	Contracting Officer's Representative
CPAF	Cost-Plus-Award-Fee
CPFF	Cost-Plus-Fixed-Fee
CPARS	Contractor Performance Assessment Reporting System
CPI	Cost Performance Index
DD	Department of Defense
DFARS	Defense Federal Acquisition Regulation Supplement
DoD	Department of Defense
DSSR	Department of State Standardized Regulations
EIT	Electronic and Information Technology
EST	Eastern Standard Time
FAR	Federal Acquisition Regulation
FEDSIM	Federal Systems Integration Management Center
FFP	Firm-Fixed-Price
FOIA	Freedom of Information Act
FSC	Federal Service Code
FSS	Federal Supply Schedule
FTE	Full Time Equivalent
FTR	Federal Travel Regulation
GFI	Government-Furnished Information
GFP	Government-Furnished Property
GSA	General Services Administration
GSAM	General Services Administration Acquisition Manual
GWAC	Government Wide Agency Contract
(b) (5)	
IA	Interagency Agreement
IO	Information Operations
IDIQ	Indefinite Delivery/Indefinite Quantity
IT	Information Technology
JTR	Joint Travel Regulation
MS	Microsoft
MSR	Monthly Status Report
NLT	No Later Than
NSP	Not Separately Priced
NTE	Not-to-Exceed
OCI	Organizational Conflict of Interest

Acronym	Definition
ODC	Other Direct Costs
POC	Point of Contact
PPIRS	Past Performance Information Retrieval System
PM	Program/Project Manager
PMP	Project Management Plan
PNR	Problem Notification Report
PS	Project Start
QASP	Quality Assurance Surveillance Plan
QCP	Quality Control Plan
RIP	Request to Initiate Purchase
SF	Standard Form
SLA	Service Level Agreements
SOP	Standard Operating Procedures
SOW	Statement of Work
TBD	To Be Determined
TO	Task Order
TEB	Technical Evaluation Board
TOA	Task Order Award
TOR	Task Order Request
TOS	Tracking and Ordering System
TPOC	Technical Point of Contact
U.S.	United States
U.S.C.	United States Code
WBS	Work Breakdown Structure